

23 September 1971
SG-71/286

MEMORANDUM FOR: IS/DIS


SUBJECT : Rental of Additional Xerox Computer Forms Printer

1. On 12 December 1969, IP/ADB installed a Xerox Computer Forms Printer (CFP). The use of this machine has steadily increased from 100,000 copies the first month to over 335,000 copies during August 1971.
2. The use of this copy device has been well received by our users.
3. Under the multiple unit rental plan, Xerox will rent us another CFP for an additional cost of \$402 per month for 24 hour a day service and for a minimum of 266,000 copies for both machines per month. Cost per copy over the 266,000 is .38¢ per copy.
4. Over the past three months the CFP has averaged 283,000 copies per month.
5. The additional machine will provide the following advantages:
 - a. Halve the thru-put time on deadline jobs.
 - b. Less dependence on machine uptime.
 - c. Capacity to guarantee support to OCS and CRS.
 - d. Double the capacity with very little increase in operator time.
6. The additional rental of \$402 seems well justified in light of these advantages and is within our budget limitations.
7. There is however a space problem in the Control Section where the machine should be placed. Removal of the large decollating machine that is presently in the area will provide enough additional space to allow for the installation.

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8. It is recommended, subject to the resolution of the space problem, that we take advantage of the multiple unit rental plan and procure a second Xerox CFP to supplement and backup the present machine

25X1A


Chief Systems Engineer
IS/DIS

CONCUR:

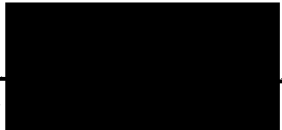
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APPROVED:

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